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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

May 28, 2015

TO: Each Supervisor

FROM: Cynthia D. Banks
Director

SUBJECT: **INTENT TO EXECUTE SOLE SOURCE CONTRACTS WITH CNS/RQA/CA, INC. FOR THE PROVISION OF DIETARY ADMINISTRATIVE SUPPORT SERVICES (DASS) AND FOOD AND NUTRITION MANAGEMENT SERVICES, INC. (FNMS, INC.) FOR THE PROVISION OF EFFECTIVE NUTRITIONAL HEALTH ASSESSMENT AND NETWORKS OF CARE FOR THE ELDERLY (ENHANCE) SERVICES**

In accordance with Board Policy 5.100 (Sole Source Contracts), Community and Senior Services (CSS) is notifying your Board that we intend to execute two sole source contracts with the following vendors: 1) CNS/RQA/CA, Inc. for the provision of DASS Program services; and 2) Food and Nutrition Management Services, Inc. (FNMS, Inc.) for the provision of ENHANCE Program services. Additionally, CSS is notifying your Board that we will proceed to execute these two sole source contracts unless otherwise instructed by a Board office. CSS will present the Board letter for these sole source contracts along with the completed sole source checklists/justifications approved by the Chief Executive Office on June 9, 2015 for your consideration.

The current four-year DASS Program contract was awarded to CNS/RQA/CA, Inc. through a Request for Proposal (RFP) procurement and is effective for the term of July 1, 2011 through June 30, 2015. The current four-year ENHANCE Program contract was awarded to FNMS, Inc. through an RFP procurement and is effective for the term of July 1, 2011 through June 30, 2015. During the initial period of Fiscal Year 2014-15,

CSS started developing the RFP for both Programs in order to solicit proposals and have new contracts in place before the current contracts expire on June 30, 2015. Shortly before the solicitation documents were ready for internal reviews and County Counsel review/approval as to form, the Countywide requirements for developing RFPs were changed. As such, CSS was compelled to adhere to these new County requirements by redoing all of the procurement documents in their entirety in order to conform to the County's new solicitation requirements. When this occurred, CSS realized that these unexpected changes would cause a significant delay in releasing the procurement by the targeted release date.

Pursuant to the legislative requirements for both Programs, which are outlined in California Code of Regulations (Title 22 Section 7364 – Contracts), contracts with providers cannot exceed a four-year term. When CSS recognized that the procurements would be delayed, CSS requested approval from the California Department of Aging (CDA), the State funding source, to extend the contract terms for both Programs in order to allow CSS additional time to complete these procurements and allow the contractors, CNS/RQA/CA, Inc. and FNMS, Inc., to continue providing these services without interruption. Although, CDA had granted CSS such extensions in the past, CDA denied CSS's request to extend these current contracts and instead recommended that CSS execute new sole source contracts with these two contractors, pursuant to the requirements of the California Code of Regulations (Title 22 Section 7360 – Noncompetitive Awards). As such, CSS submitted sole source justifications to the Chief Executive Office (CEO) and CEO has approved these justifications (see Attachment I and Attachment II).

CSS continues to move forward with these solicitations which are expected to be completed no later than June 30, 2016. Our actions will enable CSS to continue operating the DASS Program and the ENHANCE Program for the month-to-month contract term beginning July 1, 2015 until the award of new contracts.

If you have any questions, please contact Ms. Sonja Ivey-Rojas at (213) 351-8917 or siveyrojas@css.lacounty.gov.

Enclosures

c: Chief Executive Officer
Executive Officer, Board of Supervisors